

CITY OF TAKOMA PARK RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M-197
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HOUSING AND COMMUNITY DEVELOPMENT		Division: LANDLORD-TENANT AFFAIRS
Item No.	Description	Retention
1.	COLTA Complaint Files Includes complaint form filed by complainant and any supporting documents, respondent's reply and documentation, settlement agreement (if resolved) or COLTA Opinion and Order if COLTA hearing was held.	Retain for 7 years, then destroy.
2.	Legislation Information regarding proposed changes to Landlord-Tenant law, including related correspondence and copies of legislation.	Retain for 10 years, then destroy.
3.	Subject & Project Files Correspondence and materials related to individual subjects and/or projects.	Screen annually and destroy material that is no longer needed for current business.

Approved by Department, Agency, or Division Representative: Date <u>8/23/04</u> Signature <u><i>Catherine E. Waters</i></u> Print Name <u>Catherine E. Waters</u> Title <u>City Clerk / Treasurer</u>	Schedule Authorized by State Archivist. Date <u>OCT 19 2004</u> Signature <u><i>Edward C. Spangenberg</i></u>
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